



NEW HAMPSHIRE LAKES ASSOCIATION 2009 Lake Host™ Program Assistant Position Description



AREAS OF RESPONSIBILITY

The Lake Host™ Program Assistant is responsible for assisting the NH LAKES Education Director with the administration and implementation of the Lake Host Program, a statewide courtesy boat inspection payroll grant program designed to educate boaters how to prevent the spread of exotic aquatic plants.

Specific Duties

Depending upon the start and end dates of the Lake Host™ Program Assistant, duties may include, but are not necessarily limited to:

1. Ensuring that all required paperwork has been completed fully (W-4 forms; Employment Eligibility Verification Form I-9 - proof of citizenship; the required forms if the Lake Host is a youth between the ages of 16 & 17; signed and returned Letters of Employment from each Lake Host; signed letters from each participating organization)
2. Assisting with the Lake Host and Point Person training workshops.
3. Entering boater survey data on an on-going basis.
4. Collecting and checking timesheets (bi-weekly), and then completing and submitting to the payroll company by noon every other Tuesday.
5. Entering payroll and grant matching data on an on-going basis.
6. Visiting every launch site staffed by a Lake Host at least once during the course of the summer to observe and provide helpful feedback to the Lake Hosts.
7. Between visits, maintaining regular email communication with Point Persons.
8. Replenishing program handouts as needed.
9. Taking photos of the Lake Hosts at the launch sites.
10. *Other duties as assigned by the President and Education Director.*

SCHEDULE/TERMS OF EMPLOYMENT

This is a part-time (approximately 20 hrs/week), seasonal, hourly, temporary position, with a start date of mid-May 2009 and an approximate end date of end of mid-August 2009 and compensated at \$12/hour. Statutory benefits apply to this otherwise non-benefit, exempt position.

The employee must work one weekend day most weeks (Saturday or Sunday). The employee must work on every “payroll Tuesday Morning” and the Monday immediately before (payroll occurs every two weeks) and on training dates (a few Wednesday evenings and Saturday mornings.)

EDUCATION/SKILLS/PERSONAL ATTRIBUTES REQUIRED

PC word processing required (Microsoft Word, Excel spreadsheet); attention to detail; task/goal-oriented; flexible schedule and able to shift job priorities; pleasant demeanor and cooperative spirit to work with people of various ages and relationship to the program (office staff; paid Lake Hosts; volunteers; state agency personnel); effective interpersonal skills (articulate; good listener; sense of humor; problem-solver); self-motivated; **Must have access to a car**, since travel to launch sites staffed by Lake Hosts is required (tolls, with receipt, and mileage will be reimbursed at the rate of \$0.41/mile upon proper documentation).

WORKING RELATIONSHIPS/ACCOUNTABILITY

The Lake Host™ Program Assistant is directed by, and accountable to, the Education Director, who will provide on-going feedback and a performance review at the end of the summer. The Lake Host™ Program Assistant will work cooperatively with the Education Director and other staff members, and with members of the board and board committees, as requested.

TO APPLY OR FOR MORE INFORMATION

Send a cover letter and resume to NH LAKES, 84 Silk Farm Road, Concord, NH 03301.

Telephone: 603/226-0299; Contact: lakehost@nhlakes.org; web address: www.nhlakes.org.

